

**OFFICE OF THE PRINCIPAL, GOVT. (P.G.) COLLEGE FOR WOMEN, ROHTAK**

To

All Head of Departments  
Govt. P.G. C.W. Rohtak

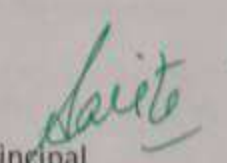
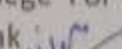
**Subject :- Conduct of Practical Examination of all UG/PG course , July.-2023 uploading of marks-  
regarding.**

Kindly refer to MDU Rohtak letter no. conduct /Practical /23/5253-5402 Dated 21.12.23 (copy attached) regarding conduct of practical examination of all UG and PG courses. The HODs concerned are requested to ask the external examiners to submit their award list to the following persons after conducting their exam and the external examiner should check that the awards are properly filled and locked in their presence.

Sr.No.	Name of Course	Name	Last Date
2.	All UG Course 1 <sup>st</sup> , 3 <sup>rd</sup> Sem., 5 <sup>th</sup> Sem. Regular/Re-Appear & 6 <sup>th</sup> Sem (Only Reappear) Except Commerce & BBA	Ms. Vaishali (CS) Ms. Renu (CS) Ms. Preeti (L.A) Ms. Seema (L.A.)	As mentioned in above said letter
3.	Commerce & BBA (1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> Sem. regular/re-appear and 6 <sup>th</sup> Sem re-appear only)	Ms. Ruchi Ms. Kavita	As mentioned in above said letter
4	All PG (all sem regular/re-appear)	Mr. Vikram	As mentioned in above said letter

Please note that the delay in this regard will attract the penal provision from university.

Note: It is requested to consider the University Roll No. for preparing the list of practical awards.

  
Principal  
Govt. P.G. College For Women  
Rohtak  






# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. : Conduct/Pract/23/

Dated:-.....

To

The Directors/Heads/Principals,  
All the Institutes/Deptt./Colleges affiliated to M.D.University, Rohtak.

**Sub: Conduct of Practical Examination of UG/PG/Engg. Courses, January-2024.**

Sir/Madam,

I have been directed to inform you that the Practical examinations of following UG/PG/Engg. courses are to be conducted as per schedule given as under :

Sr. No	Name of Course	Semester	Date of Exams
1	B.A./B.Com./B.Sc. (Pass/Hons/Vocational)/B.Sc. (Home Sc.) / B.Sc. Sport Sci./ B.Sc Bio-Tech/ B.S.W./ B.Voc.(all Courses)/ B.B.A.(all Courses) /B.CA/ B.J.M.C/ D.P.Ed/ B.P.Ed including EVS/EVN subject etc.	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> (Reg. /Re-appear) & 6 <sup>th</sup> Semester (only Re-appear)	01.01.2024 to 15.01.2024
2	4 Yr – B.A. B.Ed/ B.Sc B.Ed/B.Com B.Ed/ BTTM/BHMCT etc.	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> (Regular & Re) & 8 <sup>th</sup> Semester (only Re)	
3	4 YR / 5 Yr Integrated Course –(NEP-2020)	1 <sup>st</sup> Semester	
4	B.P.Ed. (2 Year Course)	1 <sup>st</sup> , 3 <sup>rd</sup> Sem (Regular & Re) & 4 <sup>th</sup> Sem (Only Re)	
5	LL.B/B.A LL.B -Moot Court	(as applicable)	
6	M.A./M.Sc./M.Com/MHMCT/MTTM/M.P.Ed./M.Voc/M.Lib.I.Sc.	1 <sup>st</sup> , 3 <sup>rd</sup> (Regular & Re) & 4 <sup>th</sup> Semester (only Re)	
7	All 5 Years Integrated Courses	3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> sem (Regular & Re) and 1 <sup>st</sup> , 6 <sup>th</sup> & 10 <sup>th</sup> sem (Only Re)	
8	M.F.A. 6 Years Integrated Course	3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> sem (Regular & Re) and 1 <sup>st</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> Sem (Only Re)	
9	M.Phil / Ph.D Course work (Only Re-appear)	1 <sup>st</sup> & 2 <sup>nd</sup> semester (Only Re-appear)	
10	B.Tech	3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> semesters (Regular/Re-appear) & 8 <sup>th</sup> Sem (Only Re-appear)	
11	B.Arch	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> (Regular/Re-appear) 10 <sup>th</sup> Sem (Only Re-appear)/	
12	M.Tech/M.Planning/M.Arch	1 <sup>st</sup> , 3 <sup>rd</sup> (Regular/Reappear) and 4 <sup>th</sup> Sem (Only Re)	
13	MBA 2 Years(General/BE/Hons/Executive(Evening)	1 <sup>st</sup> , 3 <sup>rd</sup> (Regular/Re-appear) and 4 <sup>th</sup> sem (Only Re)	
14	MCA 2 Years	1 <sup>st</sup> Sem (including Bridge Course), 3 <sup>rd</sup> Sem (Regular/Re-appear) and 4 <sup>th</sup> sem (Only Re)	
15	MCA 3 Years	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Sem(Only Re-appear)	
16	MHMCT 5.Years	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> Sem. (Regular/Re-appear) and 10 <sup>th</sup> sem (Only Re-appear)	

**While conducting the Practical Examinations as per above schedule, the Director/Heads/Principals concerned will be required to ensure that:**

- The appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in). and may be downloaded therefrom.
- The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way).
- The Practical Examinations shall be conducted judiciously as per above schedule.
- The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal latest by **22.01.2024**.
- In case due to any technical reason, if any awards could not be uploaded on the portal, the same may be sent to the Conduct with separate covering letter mentioning therein the specific technical reason for not uploading the awards.
- After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further seven days after uploading the External Practical Award i.e. latest by **29.01.2024**.
- While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
- In case any Instt./Department/College does not upload the external awards on the University Portal latest by **22.01.2024**, the late fee will be levied w.e.f. **23.01.2024** as per University Rules, irrespective of the submission of original external awards in time;
- The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners.

S No	Name of External Examiner	College Name of Examiner	Exams centre Name	Date of Practical Exams	Subject	Semester	Total No of Students examined	Beneficiary ID	Remarks (if Any)

### Important Notes(for Attention of the students:-

- The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.

Yours faithfully,

*[Signature]* 21/1/23

Asstt. Registrar (Conduct)  
for Controller of Examinations

Endst. No. : Conduct /Practical/23/..... **5853-5402**

Dated:- ..... **21/12/2023**

Copy of the above is forwarded to the following information and necessary action:

1. Director, UCC, M.D.U. Rohtak with the request to upload it on the University website.
2. A.R./In-charge (R-I,R-II,R-III,R-IV), M.D.University, Rohtak.
3. PRO, M.D.U.,Rohtak, with the request for
4. PA to COE for kind information of Controller of Examinations, MDU, Rohtak.

**21/12/23**  
**Asstt. Registrar (Conduct)**



## OFFICE OF THE PRINCIPAL, GOVT. (P.G.) COLLEGE FOR WOMEN, ROHTAK

To

All Head of Departments  
Govt. P.G. C.W. Rphatak


**Subject :- Conduct of Practical Examination of all UG/PG course , April/May-2024 uploading of marks-regarding.**

Kindly refer to MDU Rohtak letter no. conduct /Practical /2024/735-934 Dated 19.04.24 (copy attached) regarding conduct of practical examination of all UG and PG courses. The HODs concerned are requested to ask the external examiners to submit their award list to the following persons after conducting their exam and the external examiner should check that the awards are properly filled and locked in their presence.

Sr.No.	Name of Course	Name	Last Date
2.	All UG Course 2 <sup>nd</sup> 4 <sup>th</sup> 6 <sup>th</sup> Sem. Regular/Re-Appear & 5 <sup>th</sup> Sem (Only Reappear) Except Commerce & BBA	Ms. Teena CS Ms. Pooja CS Ms. Monika Ahlawat CS	As mentioned in above said letter
3.	Commerce & BBA (2 <sup>nd</sup> 4 <sup>th</sup> 6 <sup>th</sup> Sem. regular/re-appear and 5 <sup>th</sup> Sem re-appear only)	Ms. Jyoti Ms. Kavita	As mentioned in above said letter
4.	All PG (all sem regular/re-appear)	Mr. Vikram	As mentioned in above said letter
5.	EVS (All regular/reappear of 2 <sup>nd</sup> Sem)	Ms. Jyoti CS Ms. Babita L.A.	As mentioned in above said letter

Concerned Internal Examiner should also remain present while uploading the internal awards and will be responsible for the correct uploading of awards within time. Please note that the delay in this regard will attract the penal provision from university.

**Note: It is requested to consider the University Roll No. for preparing the list of practical awards.**

  
(Dr. Parmod Kumar)  
(Convener University  
Reg. and Examination Committee)

  
Principal  
Govt. P.G. College For Women  
Rohtak





# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. : Conduct/ AC-II/Practical/24/735-934  
Dated 19.04.2024

To

The Directors/Heads/Principals,  
All the Institutes/Depts./Colleges affiliated to M.D.University, Rohtak.

**Sub: Conduct of UG/PG/Engg./Professional/Pharmacy/Law Programs Practical Examinations April 2024.**

Madam/Sir,

I have been directed to inform you that the Practical examinations of subject cited programs are to be conducted as per schedule given as under :

Sr. No	Name of Course	Semester	Date of Exams
1.	B.A./B.Com./B.Sc.(Pass/Hons)/B.Com(Vocational) / B.Voc.(all Courses) / B.S.W./B.Sc.(Home Sc.) /B.Sc. Sports Sc./ B.Sc. Bio-Tech/B.B.A/ B.B.A(CAM/BE/II)/B.CA/B.J.M.C/ including EVS/EVN subject etc.	2nd, 4th, 6th Sem.(Regular/Re-appear) & 5th Sem (Re-appear)	25.04.2024 to 08.05.2024
2.	4 Yr - B.A. B.Ed/ B.Sc B.Ed/B.Com B.Ed/ BTM/BHMCT etc.	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> (Regular/Re-appear) & 7 <sup>th</sup> Semester (Re-appear)	
3.	B.P.Ed.	2nd, 4th Regular/Re-appear) & 3 <sup>rd</sup> Sem (Re-appear)	
4.	LL.B/B.A LL.B -Moot Court	10 <sup>th</sup> Semester (Regular/Re-appear)	
5.	M.A./M.Sc./M.Com/M.Voc./MCA/ MHMCT/MTM/MBA(Hons, BE, General. Executive) /M.Tech/M.Arch/ M.Planning/M.Lib.Sc.	2 <sup>nd</sup> , 4 <sup>th</sup> semester (Regular/Re-appear) & 3 <sup>rd</sup> semester (Re-appear),	
6.	MCA 3 Year	2 <sup>nd</sup> 4 <sup>th</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Semester (Re-appear)	
7.	MCA Bridge Course	Re-appear	
8.	4/5 Year Integrated courses except MHMCT (including all NEP-2020 courses)	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> semester (Regular/ Re-appear) & 5 <sup>th</sup> , 9 <sup>th</sup> semester (Re-appear)	
9.	5 Year Integrated MHMCT	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> semester (Regular/ Re-appear) & 9 <sup>th</sup> semester (Re-appear)	
10.	B.Pharmacy	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> Semester (Regular/Re-appear) and 1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 7 <sup>th</sup> Semester (Re-appear)	
11.	M.Pharmacy	2nd, 4th Semester (Regular/Re-appear) & 1 <sup>st</sup> , 3 <sup>rd</sup> Semester (Re-appear)	
12.	M.F.A. 6 Year Integrated course	4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> , 12 <sup>th</sup> semester (Regular/ Re-appear) & 2 <sup>nd</sup> , 9 <sup>th</sup> , 11 <sup>th</sup> semester (Re-appear)	
13.	Ph.D Course work	(Re-appear)	
14.	B.Tech	4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> (Regular/Re-appear) & 7 <sup>th</sup> Semester (Re-appear)	
15.	5 Year B.Arch	4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> , 10 <sup>th</sup> (Regular/Re-appear) & 9 <sup>th</sup> Semester (Re-appear)	

While conducting the Practical Examinations as per above schedule, the Director/Heads/Principals concerned will be required to ensure that:

1. The appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in). and may be downloaded therefrom;
2. The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way);



3. The Practical Examinations shall be conducted judiciously as per above schedule;
4. The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations, the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal latest by **15.05.2024**;
5. In case due to any technical reason, if any awards could not be uploaded on the portal, the same may be sent to the Conduct Branch with separate covering letter mentioning therein the specific technical reason for not uploading the awards. Such awards must reach the Conduct Branch with justification latest by **last date of uploading of awards i.e 15.05.2024**;
6. After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further fifteen days after uploading the External Practical Award i.e. latest by **30.05.2024**;
7. While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College, Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly;
8. In case any Instt./Department/College does not upload the external awards on the University Portal latest by **15.05.2024**, the late fee will be levied w.e.f. **16.05.2024** as per University Rules, irrespective of the submission of original external awards in time;
9. The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners. It is mandatory to supply Beneficiary ID of Practical examiner for their remuneration:

**"Name of College:**

**Course:**

Sr No	Name & Designation of External Examiner	College of the External Examiner	Date of Practical Exams	Semester	Total No of Students examined	Beneficiary ID	Amount (in Rs)	Remarks (if Any)

10. All such bills and lists must be verified by the Director/Head/Principal concerned.

#### **Important Notes (for Attention of the students):-**

1. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.
2. The Theory examinations of these programs will commence w.e.f. 09.05.2024.

Yours faithfully,

Asstt. Registrar (Conduct)  
for Controller of Examinations

Endst. No. : Conduct/ AC-II/Practical/24/935-38

Dated 19.04.2024

Copy of the above is forwarded to the following information and necessary action:

1. Director, UCC, M.D.U. Rohtak with the request to arrange to get it uploaded on the University website.
2. A.R./In-charge (R-I, R-II, R-III, R-IV), M.D.U, Rohtak.
3. PRO, M.D.U., Rohtak, with the request to release a press note in this behalf for wide publicity in leading newspapers.
4. PA to COE (for kind information of Controller of Examinations), M.D.U, Rohtak.

Asstt. Registrar (Conduct)  
for Controller of Examinations